

CONFIDENTIAL

STANDARD FORM NO. 64

Approved For Release 2004/05/05 : CIA-RDP60-00594A00400030010-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 April 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 15, Week of 8 - 14 April 1958

1. Numbers in Clerical Induction Training. During the week of 8 April there were 13 people in Clerical Induction Training. Of those 4 were entering for the first time.

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 8 April. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 8 April were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 3 | 2 |
| Typewriting | 7 | 5 |

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 14 April were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 7 | 2 |
| Typewriting | 8 | 3 |

5. Result of Tests Included in the Clerical Refresher Training Program. When a student passes an official transcription test at 80 words a minute or faster in the Advanced Shorthand Dictation class, he automatically meets the Agency requirements. By this method, five students (63% of the class) satisfied the Agency standards during Program 77 terminated 11 April.

25X

25X1

Approved For Release 2004/05/05 : CIA-RDP60-00594A000400030010-6

Approved For Release 2004/05/05 : CIA-RDP60-00594A000400030010-6